

# **BEFORE/AFTER SCHOOL PROGRAMS**

## **Grant Application**

**Deadline for Submission:  
July 31, 2006, 4:30 P.M.**

**Iowa Department of Education  
Grimes State Office Building  
Des Moines, IA 50319-0146**

## **Program Description**

### **Purpose**

The purpose of the grant is to expand the availability of before and after school programs.

Grant funds are available for use by school districts and other not-for-profit public and private organizations. A total appropriation of \$150,000 was provided for this program.

### **Eligibility**

All public school districts, including districts currently receiving 21<sup>st</sup> Century grant funding, and not-for-profit public and private organizations in Iowa are eligible to apply for these funds. It is anticipated that up to three awards will be made to successful applicants that can demonstrate effective school-community partnerships and collaborations. Successful applicants will provide a 20% match and show evidence that the program can be sustained after the grant funding has been expended.

### **Use of Funds K-12**

The types of activities to be supported by successful applicants shall include, but not be limited to:

- ❑ Tutoring and supplementing instruction in basic skills such as reading, math and science;
- ❑ Drug and violence prevention curricula and counseling;
- ❑ Youth leadership activities;
- ❑ Volunteer and service learning activities;
- ❑ Career and vocational awareness preparation; courses and enrichment in arts and culture;
- ❑ Computer instruction;
- ❑ Character development and civic participation;
- ❑ Language instruction, including English as a Second Language;
- ❑ Mentoring;
- ❑ Positive interaction with law enforcement;
- ❑ Supervised recreation programs;
- ❑ Health and nutrition programs.

### **Duration**

The funding period for this grant ends June 30, 2007. Funds will be available no later than September 1, 2006 and must be expended by June 30, 2007.

## **Non-Discrimination Statement**

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, or marital status in its programs or employment practices. If you have questions or grievances related to this policy, please contact the Legal Consultant, Department of Education, Grimes State Office Building, Des Moines, Iowa 50319-0146, 515-281-8661.

## **Proposal Requirements**

### **Submitted proposals must include:**

- ❑ **Needs Assessment** – Summarize the process and key findings of any needs assessments that have been used to identify the targeted student population. The needs assessments should identify existing school/community resources and any gaps in the provision of services proposed to meet the needs of the targeted student population.
- ❑ **School/Community Partnerships and Collaboration** – Describe the historical and current status of the school/community partnerships that are critical to the implementation of your program plan.
- ❑ **Program Goals and Objectives** – Discuss the results to be achieved through this program. Identify the goals and strategies to be used to meet the needs of the targeted student population.
- ❑ **Action Plan/Timeline** – The project includes an action plan and timeline that are aligned to the goals and objectives.
- ❑ **Evaluation Design** – Describe the process to be used in determining whether or not the goals of your program were met. Include future strategies to be developed to meet the goals that were not attained.
- ❑ **Budget** – Describe the actual costs of implementing the project. Include match amount(s) and in-kind donations.
- ❑ **Sustainability** – Describe the plan for sustaining this program beyond the funding period. Include future efforts, strategies, activities and resource development.

### **Preparation of Application:**

Listed below are the required components, in the order they should appear, of an acceptable application. The application, not including the cover sheet or appendices, shall not exceed 20 pages.

- ❑ **Cover Page** – The cover page should be the first page of the application. Please use the form provided.
- ❑ **Signature/Assurances** – The assurances for this grant are part of the cover page and are conveyed by the original signature of the Chief Executive of the lead agency submitting the application.
- ❑ **Abstract** – Provide an abstract of the proposal that briefly and concisely describes the program to be implemented and summarizes the intended results of the program or activities. The abstract may not exceed two (2) pages.
- ❑ **Project Narrative and Timeline** -The program narrative must include a timeline for the implementation of activities and address each of the following items. The narrative section must be double-spaced.
  - **Needs Assessment** - The needs assessment should identify existing school/community resources and any gaps in the provision of services proposed to meet the needs of the targeted student population.
  - **Program Goals and Objectives** – Goals and objectives are clearly and explicitly written.
  - **Action Plan/Timeline** – The project includes an action plan and timeline that are aligned to the goals and objectives.
  - **School/Community Partnerships and Collaboration** – The proposal provides evidence that all parties involved have had and will continue to have the opportunity for input in the design and implementation of the project.
  - **Evaluation Plan**- Describe the process to be used in determining whether or not the goals of your program were met. Include future strategies to be developed to meet the goals that were not attained.
  - **Budget** – Budget categories are clearly and explicitly aligned with proposed project activities. All funds must be expended by June 30, 2007. Please use the form provided.
  - **Sustainability Plan** - Describe the plan for sustaining this program beyond the funding period. Include future efforts, strategies, activities and resource development.
- ❑ **Partnership Agreements** (if needed) – Include a narrative of the roles of the project partners and their duties/responsibilities as related to the goals and objectives of the project. Please use the form provided.

- ❑ **Appendices** – Letters of Support describing levels of commitment from participating partners may be included in the application. These will be in addition to the maximum 20 pages and will not be scored.
- ❑ **Proposal Submission** – To be considered for funding, proposals must be received at the Department of Education no later than 4:30 P.M., on July 31, 2006. Proposals may be delivered, mailed, faxed, or e-mailed to:

Donna Eggleston  
Bureau of Instructional Services  
Iowa Department of Education  
Grimes State Office Building  
400 E. 14<sup>th</sup> Street  
Des Moines, IA 50319-0146  
Fax – 515-242-6025  
[donna.eggleston@iowa.gov](mailto:donna.eggleston@iowa.gov)

**Incomplete or late applications will not be considered.**

## **Review of Proposal**

All Iowa public school districts, including districts currently receiving 21<sup>st</sup> Century grant funding, and other not-for profit public and private organizations are eligible to apply for this funding. As proposals are received at the Iowa Department of Education, they will be reviewed for completeness and compliance with the requirements within this Request for Proposal to determine applicant eligibility. If a proposal is late, incomplete, or an applicant cannot establish its eligibility, the proposal will be omitted from competition. The decision of the Iowa Department of Education is final. Applicants submitting proposals that are withdrawn due to incompleteness or ineligibility will be notified in writing.

A review panel will be identified and trained to read and evaluate eligible applications that reflect the requirements and criteria. Members of the panel will review and score each eligible application and make recommendations to the Iowa Department of Education. Proposals will be ranked according to final scores assigned by the reviewers.

## **Review Criteria**

- ❑ **Needs Assessment** – The needs assessment identifies existing resources and any gaps in the provision of services to the targeted student population.
- ❑ **School/Community Partnerships and Collaboration** - The proposal provides evidence that all parties involved have had and will continue to have the opportunity for input in the design and implementation of the project.

- ❑ **Goals and Objectives** – Goals and objectives are clearly identified, are appropriate for the targeted student population and can be measured for effectiveness.
- ❑ **Action Plan/Timeline** – The project includes an action plan and timelines that are aligned to the goals presented.
- ❑ **Evaluation Design** – The evaluation design is reliable and valid and measures the anticipated outcomes and project effectiveness.
- ❑ **Budget** – Budget categories are clearly and explicitly aligned with proposed project activities. All funds must be expended by June 30, 2007.
- ❑ **Sustainability Plan** – The proposal links this new project with past or ongoing activities and demonstrates the ability of the lead agency and its partners to continue activities after the grant funds end.

## **Award Administration**

### **Notification**

Applicants will be notified on or about August 18, 2006 of the status of their proposal.

### **Award Conditions and Reporting Requirements**

Up to three (3) one-time grants will be awarded to successful applicants according to the established criteria. Total of all grants will be \$150,000. Twenty percent (20%) of the funds awarded a grantee will be distributed upon final approval of a grant agreement by the Department. Additional funds will be distributed on a reimbursement basis according to the following schedule for reports documenting progress on grant activities and itemized expenditures to the Department: November 16, 2006; February 5, 2007; and April 9, 2007. Ten percent of a grantee's funds will be held until the grantee's final report (due July 20, 2007) is received and approved by the Department.

The framework for reporting will be aligned with the application criteria. Funds must be expended by June 30, 2007.

### **Appeal Process**

Any applicant of the Before/After School Program grant funds may appeal the denial of a properly submitted competitive grant application or the unilateral termination of a competitive program grant to the Director of the Iowa Department of Education. Appeals must in writing, in the form of an affidavit, and received within ten (10) workdays of the date of the notice of the decision and must be based on a contention that the process was conducted outside of statutory authority; violated state or federal law, policy or rule; did not provide adequate public notice; was altered without adequate public notice; or involved a

conflict of interest by staff or committee members. Refer to 281 IAC r. 7.5, the legal authority for this process.

**DUE: July 31, 2006**

**Iowa Department of Education  
Grimes State Office Building  
Des Moines, Iowa 50319**

**Application Cover Sheet**

**Application for Before/After School Program Grant**

**Lead Agency**\_\_\_\_\_

**Program Director/Contact Person**\_\_\_\_\_

**Name**\_\_\_\_\_

**Title**\_\_\_\_\_

**Address**\_\_\_\_\_

**Telephone**\_\_\_\_\_

**Fax**\_\_\_\_\_

**E-mail**\_\_\_\_\_

**Approximate Number of Students  
to be Served through this Grant Program**\_\_\_\_\_

**Statement of Assurances**

Should a Before/After School Program Grant Award be made to the applicant in support of the activities proposed in this application, the authorized signature on this cover page certifies to the Iowa Department of Education that the authorized official will:

1. Upon request, provide the Iowa Department of Education with access to records and other sources of information that may be necessary to determine compliance with appropriate federal and state laws and regulations;

2. Use of grant funds to supplement and not supplant funds from nonfederal sources.

**Certification by Authorized or Institutional Official:**

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application is duly authorized by the governing body of this organization, or institution, and that the applicant will comply with the attached statement of assurances.

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Typed or Printed Name of Authorized Official

Title

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Signature of Authorized Official

Date

**Please submit to:**  
**Donna Eggleston**  
**Iowa Department of Education**  
**Grimes State Office Building,**  
**400 E. 14<sup>th</sup> St.**  
**Des Moines, IA 50319-1046**  
**by 4:30 P.M., July 31, 2006**

**515-281-3999**  
**Fax – 515-242-6025**  
**donna.eggleston@iowa.gov**



## PARTNER IDENTIFICATION FORM

If your plan includes a partnership, please include a Partnership Identification form for each partner organization/institution.

**PARTNER INSTITUTION** \_\_\_\_\_  
**Primary Contact**

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

### **Type of Organization**

**Commitment:** Describe the involvement in planning and implementation for this project.

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**Sustainability:** Describe how this organization/institution will assist in sustaining this project over time.

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**Capacity:** Describe the resources committed by the organization/institution to support the project.

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## **Budget and Budget Narrative**

**Budget Form:** Applicants must use the budget form provided with the application materials. The budget must align with the actions described in the application. The grant award is for one year only. Applicants must provide a minimum 20% match.

**Budget Narrative:** Applicants must provide a narrative describing the budget. The narrative should provide details about the budget, as applicable, such as the number and roles of personnel who will be paid with grant funds; the type of purchased services; equipment needed; supplies and materials needed; and the type and value of in-kind contributions.

<b>Cost Category</b>	<b>Amount</b>
<b>Personnel</b>	
<input type="checkbox"/> Salary	
<input type="checkbox"/> Benefits	
<b>Purchased Services</b>	
<input type="checkbox"/> Transportation	
<input type="checkbox"/> Food Service	
<input type="checkbox"/> Health Services	
<input type="checkbox"/> Other	
<b><u>Equipment (a maximum of 5% of the total budget may be used for computer hardware costs)</u></b>	
<b>Supplies/Materials</b>	
<b>Administrative Costs</b>	
<b>Other</b>	

<b><u>Match (20% required, provided by the applicant)</u></b>	
<b>In-Kind Contribution (approximate value, not including 20% match, provided by the applicant)</b>	
<b>Total Grant Funds Requested</b>	
<b>Total Budget Amount</b>	

## REVIEW RUBRICS

These rubrics will be used in the review and scoring process. The sections marked “Review Comments” are to be used by those reviewing the applications.

Formula for awarding points: Using the criteria, the reviewers will multiply the Rubric value by the Weighting. The weighting indicates the level of importance a particular criterion has been given. The total is the number of points to be received for that particular criterion. The maximum number of points possible is indicated at the top of each rubric.

## REVIEW CRITERIA

(90 Points Total)

### Needs Assessment (15 points maximum)

<b>Rubric Value</b>	<b>Descriptor</b>	<b>X Weighting</b>	<b>Points</b>
1	There is little or no evidence that a needs assessment to identify the targeted student population has been conducted.	3	
3	There is some evidence that a needs assessment was conducted to identify the targeted student population.	3	
5	There is sufficient evidence that a comprehensive needs assessment that focused resources and gaps in	3	

	service delivery		
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**Review Comments:**

**Program Goals and Objectives (15 points maximum)**

<b>Rubric Value</b>	<b>Descriptor</b>	<b>X Weighting</b>	<b>Points</b>
1	The project's goals and objectives are not stated.	3	
3	The project's goal and objectives are stated.	3	
5	The project's goals and objectives are clearly and explicitly written and aligned with student achievement needs.	3	

**Review Comments:**

**Action Plan (15 points maximum)**

<b>Rubric Value</b>	<b>Descriptor</b>	<b>X Weighting</b>	<b>Points</b>
1	There is no action plan proposed.	3	
3	The action plan proposed is not clearly aligned with project goals.	3	
5	The action plan proposed is specifically written and directly linked to project goals.	3	

**Review Comments:**

**Timeline (5 points maximum)**

<b>Rubric Value</b>	<b>Descriptor</b>	<b>X Weighting</b>	<b>Points</b>
1	There is no identified timeline for the project.	1	
3	The timeline includes dates assigned to project activities.	1	
5	The timeline includes specific dates assigned to project activities that are aligned with the action plan.	1	

**Review Comments:****School/Community Partnerships and Collaboration (15 points maximum)**

<b>Rubric Value</b>	<b>Descriptor</b>	<b>X Weighting</b>	<b>Points</b>
1	The proposal indicates little collaboration in the design and implementation of the project.	3	
3	The proposal provides documentation that there has been some collaboration in the design and implementation of the project.	3	
5	The proposal provides sufficient evidence that all parties have had the opportunity for input and will continue to have input in the design and implementation of the project via committees, meetings, and correspondence.	3	

**Review Comments:**

**Evaluation (5 points maximum)**

<b>Rubric Value</b>	<b>Descriptor</b>	<b>X Weighting</b>	<b>Points</b>
1	An evaluation plan has not been designed for the project.	1	
3	An evaluation plan has been included in the project.	1	
5	An evaluation plan that clearly measures the effectiveness of the project's goals and objectives has been included in the project.	1	

**Review Comments:****Budget (5 points maximum)**

<b>Rubric Value</b>	<b>Descriptor</b>	<b>X Weighting</b>	<b>Points</b>
1	Budget categories are not clearly aligned with proposed project activities.	1	
3	Budget categories are partially aligned with proposed project activities.	1	
5	Budget categories are clearly and explicitly aligned with proposed project activities.	1	

**Review Comments:**

**Sustainability (15 points maximum)**

<b>Rubric Value</b>	<b>Descriptor</b>	<b>X Weighting</b>	<b>Points</b>
1	There is no indication that the applicants will continue this project beyond the initial grant funding.	3	
3	Some support is evident for sustaining this project beyond initial grant funding.	3	
5	The proposal links this project with past or ongoing activities and demonstrates the ability of the applicant to continue activities after the grant funds end.	3	

**Review Comments:**

